

Administrative - Internal Use Only

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PROCEDURES IN PREPARATION FOR PURGING
DISSIDENT INFORMATION

The following outlines the procedure for purging files determined to relate primarily to the "Dissident Movement":

1. A SANCA printout ("computer dump") will be obtained providing a list of all names referenced to each Impersonal File. These individuals, regardless of apparent culpability, are referred to here as "dissidents". We have begun with one of the more voluminous files.

It is believed that the above review of Impersonal Files will result in the identification of almost all of the individuals on whom dissident related information was collected. It is probable that in the course of the review almost all Personal Files relating to "dissidents" will also be identified and at least preliminarily reviewed.

2. An all-traces SANCA search is then conducted to provide a worksheet listing all references in the OS indices possibly relating to each "dissident" named in the Impersonal File. Accompanying this worksheet are cards which match the list. The cards are used as charge-out cards when a file is needed for review.

3. Each reference is reviewed to determine if it is suitable for eventual destruction and/or identical with the "dissident".

4. All volumes of the Impersonal File currently being processed are kept in the Case Analysis Section of the Analysis and Releasing Branch.

5. The charge-out card listing a reference to that file is used to title a master index card by attaching it to the upper left corner of an 8 1/2 x 11 card. Clippings from the worksheet which pertain to referenced material found to be purgable are attached to the master card.

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Also attached to this master card are references to Personal Files which pertain to the Subject. Also included are references to files which are permanently charged out or are retired. A later review of these materials will be necessary after purging guidelines have been established.

Separate master cards are created for AKA's or significant spelling variations.

6. Remaining Impersonal Files relating to the dissident movement will be handled in the same way except each name will be checked against the master list to see if it has already been searched. At such time as permission is obtained to destroy files and index records, the cross checking can be handled by computer. This would make each subsequent file easier to process.

7. When all Impersonal Files relating to the dissident movement have been completely processed (or after the establishment of purging guidelines) each master card will be reviewed by an analyst. Determination of the "purgability" of charged out and retired materials should be completed before this final review. The analyst will pull each dissident Personal File and determine its suitability for purging. He will also make a final judgment on all other references listed on the master card.

8. It is anticipated that the "dissident" Impersonal Files will be totally destroyed. Other listed material, depending on its bulk, may be either removed from the file or merely deleted from the OS Indices. The latter procedure renders the material irretrievable and, in essence, purged.